

Weekly Report for Week Ending 26 March
from
RECORDS DISPOSITION BRANCH

1. Contributions

- a. Assisted DCI/Planning Staff in the retirement of 5 cu. ft. of records to the Records Center. These constitute the permanent copies of official records for OIC, a predecessor of the Planning Staff.

25X1A8a [a] 2

25X1A9a b. [REDACTED]

2. Assignments - Active

25X1A9a

a. OTR - Records Control Schedule [REDACTED]

Schedules for the Clerical and the Management Training Faculties have been submitted for approval.

b. Office of the DD/S [REDACTED]

25X1A9a

25X1A9a

No change from previous report.

c. Installation of Subject Numeric File in Office of Chief, Central Processing Branch, RSD, OP. [REDACTED]

80% complete. Set up files for 1957-1958 material. Screened approximately $1\frac{1}{2}$ cu. ft. of material and recommended retirement or destruction. Began 24 March - estimated completed date is 28 March. Invited by C/CPB to survey files of CPB's Finance, Personnel, Travel Section and recommend improvements were possible.

d. Improved Method of Filing Biographic Profiles (Forms 1200) in Selection Staff, OP [REDACTED]

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Obtained vertical expansion pocket file which is being tested in use.

e. Assistance to ARO/Op in OP Internal Memo on Records Maintenance [REDACTED]

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No change from previous report.

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f. Records Management Survey- Office of DCI [REDACTED]

Began survey which will include all areas of records management with specific attention to mail control and file system. Started survey in Executive Register.

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25X1A9a

g. Subject File Installation-OSI 25X1A8a

Started a review of files in OSI/FSD, [REDACTED] this week.
This will result in the installation of the Agency file system.

3. Vital Materials

- a. Due to the inclement weather the regular trip to the Repository was cancelled. 25X1A9a

25X1A6ab. A call was received from Mr. [REDACTED] Security Office, informing us that he supplied Mr. Coyne, National Security Council, with photographs of the three [REDACTED] couriers who will be responsible for carrying vital materials to the Repository. This will eliminate embarrassment, experienced in the past, by couriers when attempting to establish their identity. FOIAb3b1

- c. Microfilming of Vital Materials in [REDACTED] was completed.
d. Microfilming of Vital Materials in various divisions of OSI commenced yesterday.

4. News

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- a. Three members of the Branch and Mr. [REDACTED] Records Center, visited the Department of the Navy, Bureau of Ships, to inspect the shelf filing system installed by Tract-a-File.

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- 25X1A9a b. Messrs [REDACTED] met with the Chief [REDACTED] to discuss methods of servicing DD/P records stored in the Records Center.
c. Department of Defense has requested loan of "Tokyo Rose" recordings now stored in the National Archives. Arrangements are being made for release of the records. 25X1A9a

